

PARKS COMMISSION AGENDA

July 7, 2016, 5:30 PM
Berlin Town Hall Conference Room

1. Approval of Minutes of May 10, 2016

2. Events:

a) Summer Movie Nights Remaining

Date	Movie
July 16, 2016 (Henry)	<i>Finding Nemo</i> (Bruce)
July 30, 2016 (SDP)	<i>Princess Bride</i> (Patricia)
August 13, 2016 (Henry)	<i>Goonies</i> (Patricia)
August 27, 2016 (Downtown)	<i>Runaway Bride</i> (Heather)

b) National Night Out - August 2, 2016, 4-7 PM

3. Maryland Urban and Community Forestry Committee (MUCFC) Grant Program

4. Update on Tennis Courts

5. Berlin Youth Program Update

6. Other

MINUTES – PARKS COMMISSION
May 10, 2016

The meeting of the Parks Commission regularly scheduled for Tuesday, May 3, 2016 was rescheduled to Tuesday, May 10, 2016 at 5:30 PM. Commission members Loretta Briddell, Patricia Dufendach, Sarah Hooper, Bruce Hyder and Mike Wiley were present as well as Administrative Services Director Mary Bohlen.

Ms. Bohlen introduced Ms. Zalikha Zaharuddin and Ms. Crisma Rodriguez to the Parks Commission. Ms. Zaharuddin and Ms. Rodriguez were visiting Berlin as part of the International City Manager's Association International Fellows program.

The Commission reviewed the Minutes of April 5, 2016. Ms. Dufendach moved to approve the Minutes as written and approval was unanimous.

Ms. Bohlen explained that, because the Commission members had recently renewed their terms on the Board, it was time to nominate and select a chair. Ms. Dufendach nominated Mr. Wiley to continue serving as Chair and approval was unanimous. Mr. Wiley accepted the position.

Mr. Wiley and Ms. Bohlen spoke regarding the recent Maryland Recreation and Parks Association conference they had attended in Ocean City. Both noted that, while many of the attendees and participants were from areas with much larger populations, and therefore different parks' situation, there was still a lot of good information and both found the conference to be enjoyable. Discussion followed regarding a presentation made by the individual who had designed and built the portable skate board ramps used in Ocean City during the Dew Tour. Ms. Bohlen indicated that Mayor Williams had reached out to the Dew Tour to obtain the ramps, but she did not know what response he had received. Following discussion, Ms. Hooper made a motion to have Ms. Bohlen follow-up with the Mayor.

Ms. Bohlen reported that the Spring Just Walk, Berlin event went well with about 20 participants. She was waiting for the final report from the Health Department for more detailed information.

Ms. Bohlen presented the list of movie dates and reminded the Commission members to bring her a copy of the movie they had committed to provide, if applicable.

Ms. Bohlen noted that the Police Department had requested the Parks Commission be at National Night Out on August 2, 2016 from 4-7 PM. Without formal motion or vote consensus was that they would attend.

Ms. Bohlen noted that earlier in the day she had received an email from the Chamber of Commerce asking if the Parks Commission would like to participate at the Jazz & Blues event on June 4th. The Commission indicated that they were not interested at this time.

Ms. Dorothy Baker of Assateague Coastal Trust provided an update on the Edible Forest project. She indicated that she was working on the design of a sign to explain the project. Ms. Dufendach referred her to Ms. Jane Kreiter and the Commission noted that they would like the sign to be in the same style as those around the pond.

Brief discussion of the wildflower area followed.

Ms. Bohlen and Ms. Dufendach noted that there were plants left over from both the Lower Shore Land Trust and Assateague Coastal Trust Native Plant Sales held the previous weekend. A number of plants were selected and Ms. Bohlen would review the budget and finalize any purchase.

Mr. Wiley reminded the Commission members of the small event to be held at Berlin Falls on Friday, May 13, 2016.

Ms. Dufendach moved to adjourn the meeting and approval was unanimous. The meeting adjourned at approximately 6:00 PM.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Mary T. Bohlen".

Mary T. Bohlen
Administrative Services Director
Liaison to the Parks Commission

Thank you for your interest in planting trees in Maryland. The Maryland Urban & Community Forestry Council (MUCFC) is pleased to offer limited grants to help defray the cost of your project. We have listed some guidelines to help you in the process of applying for a grant.

Guidelines for Applying for MUCFC Grant

Grant proposals are due to Grants Chair, with forestry board member original signature, by 4:30 p.m. on February, June or September 15.

Projects with matching funds and/or in-kind support will be given priority.

All grants will be awarded to organizations rather than to individual citizens.

All funded projects must take place on public lands* and not on an individual's private property.

All funded projects (and applications) must be approved by MUCFC (and signed by your county Forestry Board by the application deadline) before the actual project is begun.

Projects supporting the urban tree canopy* will be given preference.

Any unused money must be returned, by check or money order, with final report.

Final Report is due one month after the proposed completion date.

Failure to turn in report and/or unused money will result in no future funding of projects by MUCFC.

Trees planted MUST be registered with the Marylanders Plant Trees Initiative:

<http://www.trees.maryland.gov/register.asp>

For Tree Planting Projects:

- 1) Project can be completed on school grounds or other public land*
- 2) Include a simple site plan, project design, and /or photo of the proposed planting site.
- 3) If permits are required, describe the status of permits, review process etc.
- 4) List plants (and their sizes) to be used in the planting project. Use of native, larger growing shade trees is preferred. MUCFC will not fund planting of invasive species.
- 5) Attach a plan that describes how the project will be maintained (i.e., watering, weeding, mulching, long term maintenance)
- 6) Price range for plant material should be appropriate for size. Smaller plants cost less, are easily handled and have a higher survival rate than larger B&B plants. Occasionally, larger plants are necessary, however. When possible, purchase plants from the state facilities. Purchase seedlings from the state tree nursery at <http://www.dnr.state.md.us/forests/nursery/> and container grown trees from Tree-Mendous MD Program at <http://www.dnr.md.gov/forests/treemendous/ordertrees.asp> . Prices are typically \$18-\$50 dollars for trees and shrubs.

For Educational / Printing Projects:

- 1) Project must raise public awareness of the benefits of trees in the urban environment.
- 2) Project should provide links to organizations that can provide additional information or assistance.

- 3) Attach a sample of the images and/or draft of text for printing and signage requests.
- 4) Explain how the project or material will fulfill an unmet need for information
- 5) Describe your audience, and how you plan to distribute the publication to your audience.
- 6) Name partners who can assist you in furthering your project.
- 7) Will the completed project be printed in a newsletter or placed on a website? If so, include a copy of the newsletter or URL in report.
- 8) Include the statement: **Maryland Urban & Community Forestry Committee (MUCFC) funded the printing of this publication** on any printed material funded by MUCFC. Display this statement prominently on the publication.
- 9) Include the MUCFC logo on any signage funded by MUCFC. Contact wtm@umd.edu for a camera-ready digital file of logo.

* Definitions

Urban Forestry: According to the U.S. Census Bureau, an urban area is a place with a population of at least 2,500 people. This definition encompasses a wide range of communities, including most of the cities and towns in Maryland. Forestry refers to individual parks, yards and street trees, as well as forest fragments such as wooded parkland, unimproved lots and naturally regenerating areas. From: <http://www.dnr.state.md.us/forests/programs/urban/>
Urban Forests are generally, though not exclusively, thought of as providing economical, ecological and social services like recreation, aesthetics, wildlife habitat, stormwater management, carbon storage and interception of airborne pollutants. This is in addition to the traditional view of forests as primarily providing goods like lumber, pulpwood or firewood.

Urban Forest: the ecosystem that consists of trees and other vegetation including shrubs, vines and groundcovers that grow individually, in small groups or under forest conditions on public and private lands in our cities, their suburbs and towns. The urban forest not only provides shade for us and habitat for wildlife, it helps to clean our air and water. Streets, sidewalks, buildings, utilities, and most importantly, people are an integral part of the urban forest.

Urban Tree Canopy: when viewed from above, the leaves and branches of trees that cover the ground. This serves as an overall indicator of urban forest quality and quantity

Public Land: land paid for and supported by public tax dollars – can include homeowner association, city, town, county, state or federal land.